CRANSTON SCHOOL COMMITTEE MEETING
JULY 15, 2013
HOPE HIGHLANDS ELEMENTARY SCHOOL
300 HOPE ROAD, CRANSTON, RI 02921
EXECUTIVE SESSION 6:00 P.M.
IMMEDIATELY FOLLOWING - PUBLIC SESSION

AGENDA

- 1. Call to order- 6:00 p.m. Convene to Executive Session pursuant to RI State Laws -
- 2. PL 42-46-5(a)(1) Personnel:
- A. (Discussion of Administrator "A's" Evaluation)
- B. (Renewal of Contracts Administrators/Principals)
- 3. PL 42-46-5(a)(2) Collective Bargaining and Litigation:
- A. Contract Negotiations' Update(s)=
- B. (Secretaries)
- C. (Teachers)
- D. (Teacher Assistants)
- E. (Bus Drivers, Mechanics)
- F. (Tradespeople)
- 4. PL 42-46-5 (3) Security

- 5. Executive Session
- 6. Call to Order Public Session
- 7. Roll Call Quorum
- 8. Executive Session Minutes Sealed July 15, 2013
- 9. Minutes of Previous Meetings Approved June 12 and 17, 2013.
- 10. Public Acknowledgements/Communications
- 11. Chairperson's Communications
- 12. Superintendent's Communications
- 13. School Committee Member Communications
- 14. Public Hearing
- a. Students (Agenda/Non-Agenda Matters)
- b. Members of the Public (Agenda Matters Only)
- 15. Consent Calendar/Consent Agenda
- 16. Action Calendar/Action Agenda

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RESOLUTIONS

PERSONNEL - ADMINISTRATION

NO. 13-7-1- RESOLVED, that at the recommendation of the Superintendent, said certified administrator be renewed as follows:

Beth-Anne Basile, Principal, William Dutemple Elementary School

Contract Effective Date: July 1, 2013

See attached Financial Impact Analysis

NO. 13-7-2- RESOLVED, that at the recommendation of the

Superintendent, said certified administrator be renewed as follows:

Linda Stanelun, Principal, Oak Lawn Elementary School

Contract Effective Date: July 1, 2013

See attached Financial Impact Analysis

NO. 13-7-3- RESOLVED, that at the recommendation of the

Superintendent, said certified administrator be renewed as follows:

James Zanfini, Principal, Edward S. Rhodes Elementary School

Contract Effective Date: July 1, 2013

See attached Financial Impact Analysis

PERSONNEL

NO. 13-7-4- RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the 2013-2014 school year:

Jennifer Plympton, Step 12, Plus Masters

Education: Ithaca College, BS, MS

Experience: Cranston Public Schools

Certification: Speech & Language Pathologist

Assignment: Itinerant, 1.0 FTE

Effective Date: August 26, 2013

Authorization: Replacement

Fiscal Note: 12117010 51110

Jillian Wolff, Step 1, Plus CAGS

Education: RIC, BA, MA, Plus CAGS

Experience: Cranston Intern

Certification: School Psychologist

Assignment: Itinerant, 1.0 FTE

Effective Date: August 26, 2013

Authorization: Replacement

Fiscal Note: 11617040 51110

Stephanie York, Step 6, Plus CAGS

Education: UMass, BA, RIC MA Plus CAGS

Experience: Cumberland School Department

Certification: School Psychologist

Assignment: Itinerant, 1.0 FTE

Effective Date: August 26, 2013

Authorization: Replacement

Fiscal Note: 13417040 51110

Matthew Blackburn, Step 5

Education: RIC, BS

Experience: Foster-Glocester School District

Certification: Secondary English

Assignment: English 1.0 FTE

Effective Date: August 26, 2013

Authorization: Replacement

Fiscal Note: 129118890 51110

NO. 13-7–5- RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Patricia Fitzgerald, Elementary

NO. 13-7-6- RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:

Don Cowart, Principal
Hope Highlands Elementary

Effective Date: July 31, 2013

NO. 13-7-7- RESOLVED, that at the recommendation of the Superintendent, the resignation of the following coach(es) be accepted:

Clement Soscia, Assistant Coach Girls' Indoor/Outdoor Track Cranston High School West

Effective Date: June 25, 2013

NO. 13-7-8- RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Betty Perez, Teacher Assistant

** **;

BUSINESS

PURCHASES AND PURCHASED SERVICES

NO. 13-7-9- RESOLVED, that at the recommendation of the Chairperson of the Cranston School Committee, the Cranston School Committee Meetings and Work Sessions schedule for the 2013-2014 school year be adopted (attached).

POLICY

NO. 13-7-10- RESOLVED, that at the recommendation of the School Committee Policy #6165.2, Guidelines Regarding In-School Observations of Students be approved for first reading.

TABLED RESOLUTION

NO. 13-6-29 – RESOLVED, that at the recommendation of the Superintendent, the approval of the Purchased Service Agreement, with addendum, between The West Bay Collaborative Program located at the Horton Elementary School and the Cranston Public Schools for the amount of \$430,000 be approved (attached).

- 17. Public Hearing on Non-Agenda Items
- 18. Announcement of Future Meetings August 14 and August 19, 2013.

19. Adjournment

School Committee members who are unable to attend this meeting

are asked to notify the Chairperson in advance.

Interested persons and the public at large, upon advance notice, will

be given a fair opportunity to be heard at said meeting on the items

proposed on the Agenda.

Individuals requesting interpreter services for the hearing impaired

must notify the Superintendent's Office at 270-8170 72 hours in

advance of hearing date.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted

on the school district's website at www.cpsed.net, Cranston Public

Schools' administration building, 845 Park Ave., Cranston, RI; and

Cranston City Hall, 869 Park Ave., Cranston, RI and will be

electronically filed with the Secretary of State at least forty-eight

hours (48) in advance of the meeting.

Notice posted: July 12, 2013

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CRANSTON SCHOOL COMMITTEE MEETINGS AND WORK SESSIONS SCHEDULE 2013-2014

DATE TIME LOCATION

Wednesday, Sept. 11, 2013 5:00 pm (special time) Briggs Building Monday, Sept. 16, 2013 7:00 pm* Western Hills

Wednesday, Oct. 9, 2013 6:00 pm Briggs Building Monday, Oct. 21, 2013 7:00 pm* Western Hills

Wednesday, Nov. 13, 2013 6:00 pm Briggs Building Monday, Nov. 18, 2013 7:00 pm* Western Hills

Wednesday, Dec. 4, 2013 6:00 pm Briggs Building Monday, Dec. 9, 2013 7:00 pm* Western Hills

2014

Tuesday, Jan. 21, 2014 7:00 pm Western Hills (Public Budget Work Session)

Monday, Jan. 27, 2014 7:00 pm Western Hills (Public Budget Work Session)

Thursday, Jan. 30, 2014 (if necessary) 7:00 pm Western Hills (Public Budget Work Session)

Monday, Feb. 10, 2014 7:00 pm Western Hills (Budget Adoption)

Thursday, Feb. 13, 2014 7:00 pm Western Hills (Budget Adoption II)

Wednesday, March 12, 2014 6:00 pm Briggs Building Monday, March 17, 2014 7:00 pm* Western Hills

Wednesday, April 9, 2014 6:00 pm Briggs Building Monday, April 14, 2014 7:00 pm* Western Hills

Wednesday, May 14, 2014 6:00 pm Briggs Building Monday, May 19, 2014 7:00 pm* Western Hills

Wednesday, June 11, 2014 6:00 pm Briggs Building Monday, June 16, 2014 7:00 pm* Hope Highlands Monday, June 23, 2014 7:00 pm* Hope Highlands Thursday, June 26, 2014 7:00 pm* Hope Highlands

Wednesday, July 9, 2014 6:00 pm Briggs Building Monday, July 14, 2014 7:00 pm* Hope Highlands

Wednesday, August 13, 2014 6:00 pm Briggs Building Monday, August 18, 2014 7:00 pm* Hope Highlands

Wednesday meeting dates denote School Committee Work Sessions and Monday meeting dates denote regular School Committee meetings. The schedule has also been adjusted, where it could be, to not conflict with City Council meetings.

* = or immediately following Executive Session.

GM July 15, 2013 Resolution No. 13-7-9

POLICY #6165.2

CRANSTON PUBLIC SCHOOLS

Guidelines Regarding In-School Observations for All Outside Therapists

These guidelines have been established in order to minimize disruption in instruction and/or to the educational process in general.

- 1. Requests to observe classrooms in the school shall be provided in writing to the school administration. The request must include the name of the student to be observed and must state the reason for said observation.
- 2. Permission to observe a classroom shall be limited to an evaluation being conducted for a legitimate educational purpose.
- 3. Individuals seeking permission to observe a particular child must comply with the "Visitor Policy" adopted by the Cranston School Committee (Policy #1250).

- 4. Individuals requesting to observe a classroom must provide identification to the school administration and sign in and out at the school office.
- 5. Individuals requesting to observe a classroom shall be accompanied by a certified administrator at all times.
- 6. Individuals observing a classroom shall be apprised of the confidentiality requirement under the law. The scope of the observation shall be limited to a specific classroom with the stipulation that any information regarding other students or staff members obtained during the observation will not be shared outside of the school, and information received will not be released to others and will be destroyed when no longer needed for purposes for which the observation was conducted. The individual may be required to sign a separate confidentiality and indemnity agreement as determined by the Administration.
- 7. Prior to the observation, school administration shall establish the time and duration of the observation. In no event shall an observation be longer than thirty (30) minutes. During the observation, there can be no attempt to engage a teacher or therapist in conversation or ask questions during the instruction. There shall be no attempt to engage with the student being observed or any other students unless expressly authorized by the administrator accompanying the observer. Taking notes, tape recording, or

videotaping shall not be allowed during the visit. Such behavior will be considered disruptive and the individual will be asked to leave the classroom.

8. The Cranston Public Schools reserve the right to rescind observation privileges allowable under State and Federal regulations to any individual who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment as determined by the building principal.

I understand and agree to comply with the above-referenced policy regarding in-school observations. By signing this agreement I agree that I am observing only the student that I have requested permission to observe and any information that I should obtain about anyone else or anything in the building through my presence in the school is highly confidential and cannot be shared with anyone.

All information that I receive I agree to keep confidential.

Name Signature

Position
Cranston Public Schools
845 Park Avenue

Cranston, RI 02910

| From: | | | |
|-------|------|--|--|
| | | | |
| Date: | | | |

Re: Student/Classroom Observation

Attached you will find the Cranston Public School's policy and guidelines regarding in-school observations. The guidelines must be followed for all student/classroom observations by outside therapists.

Your request will be reviewed by the School Principal and/or Special Education Administrator.

After you have read and agreed to the conditions listed on the guidelines, you will need to submit your written request to the School Principal. You must state the educational purpose as well as provide authorization from the student's parent or guardian. The signed guidelines along with the required documentation must be returned to the student's School Principal.

You can request the time and date for observation. However, the final decision as to date and time shall be determined by the School Principal. You will need to provide identification when you arrive at the school for the observation. You will be accompanied by, or in the presence of, a certified administrator at all times.

| If you I | have | any | questi | ons, | you | can | call | the | stud | ent's | scho | ool a | ıt |
|----------|------|-----|--------|------|-----|------|------|-------|------|--------|------|-------|----|
| | | | or | the | Spe | cial | Edu | catio | n Di | rector | at | (401 |) |
| 270-8137 | 7. | | | | | | | | | | | | |

Attachment:

Guidelines Regarding In-School Observations

POLICY #6165.2 (Continued)
CRANSTON PUBLIC SCHOOLS

Guidelines Regarding In-School Observations for All Parents

These guidelines have been established in order to minimize disruption in instruction and/or to the educational process in general.

- 1. Requests to observe classrooms in the school shall be provided in writing to the school administration. The request must state the reason for said observation. Only a parent/legal guardian may observe and the parent shall not bring anyone else to the observation.
- 2. Parents requesting to observe a classroom must comply with the "Visitor Policy" adopted by the Cranston School Committee (Policy 1250).
- 3 Parents requesting to observe a classroom must be accompanied by an administrator at all times.
- 4. Parents may observe no more than one (1) time per quarter
- 5. Parents observing a classroom shall be apprised of the confidentiality requirement under the law. The scope of the observation shall be limited to a specific classroom with the stipulation that any information regarding other students or staff members obtained during the observation will not be shared outside of the school, and information received will not be released to others and will be destroyed when no longer needed for purposes for which the observation was conducted. Parent may be required to sign a separate confidentiality and indemnity agreement as determined by the Administration.

- 6. Prior to the observation, school administration shall establish the time and duration of the observation. In no event shall an observation be longer than thirty (30) minutes. During observation, there can be no attempt to engage a teacher or therapist in conversation or ask questions during the instruction. There shall be no attempt to engage with the student being observed or any other expressly authorized unless students bv the administrator accompanying the observer. Taking notes, tape recording, or videotaping shall not be allowed during the visit. Such behavior will be considered disruptive and the parent will be asked to leave the classroom.
- 7. The Cranston Public Schools reserve the right to rescind observation privileges allowable under State and Federal regulations to any parent who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment as determined by the building principal.

I understand and agree to comply with the above-referenced policy regarding in-school observations. By signing this agreement I agree that I am observing only my child and other information that I may obtain during this observation is highly confidential and cannot be shared with anyone.

| Name | — Signature | | |
|---------|-------------------------------|---|--|
| | .'s Name | - | |
| | on Public Schools k Avenue | | |
| | on, RI 02910 | | |
| To: | | | |
| From: _ | | | |
| Date: | | | |

Re: Student/Classroom Observation

Attached you will find the Cranston Public School's policy and guidelines regarding in-school observations. The guidelines must be followed for all student/classroom observations by a student's parent(s).

Your request will be reviewed by the School Principal and/or Special Education Administrator.

After you have read and agreed to the conditions listed on the guidelines, you will need to submit your written request to the School Principal. The signed guidelines along with the required documentation must be returned to the student's School Principal.

You can request the time and date for observation. However, the final decision as to date and time shall be determined by the School Principal. You will need to provide identification when you arrive at the school for the observation. You will be accompanied by, or in the presence of, a school staff member at all times.

| If you | have | any | questi | ons, | you | can | call | the | stud | ent's | scho | ool | at |
|---------|------------|-----|--------|------|-----|------|------|-------|------|-------|------|-----|-----|
| | | | or | the | Spe | cial | Edu | catio | n Di | recto | at | (40 |)1) |
| 270-813 | 37. | | | | | | | | | | | | |

Attachment:

Guidelines Regarding In-School Observations

Cranston Public Schools

Confidentiality and Indemnity Agreement

Observation of Student

It is the responsibility of the Cranston Public Schools (hereinafter "CPS") to follow all state and federal laws relating to the confidentiality of information for both students and staff. Additionally, it is the policy of CPS to provide our students and employees with a level of privacy and confidentiality with any information concerning any of our students or employees.

In the course of your observation you may have access to information about other students or employees, their families and/or personal business.

Therefore, I agree that:

I will hold any information that I obtain during my observation of student

_____ in the truest confidence as required by law. I understand that I cannot discuss any other information that I may have obtained with anyone at any time other than the information I learned about the student I was observing. Furthermore, I understand that I cannot use

any information that I obtain for any reason. I understand that if I violate this confidentiality agreement I shall never again be allowed to observe any student in the CPS and legal action could be taken against me. I further agree to indemnify the CPS in the event that I violate my confidentiality requirement and legal action is taken against CPS for any damages assessed against CPS.

I have read this confidentiality agreement and agree to its terms.

| Name | | |
|-----------|---|------|
| | | |
| | - | |
| | | |
| Signature | | |
| | | |
| | | |
| | | |
| Date | | |
| | | |
| | | |

First Reading: July 15, 2013

Policy Adopted: CRANSTON PUBLIC SCHOOLS

Resolution No.: 13-7-10 CRANSTON, RHODE ISLAND

ALTERNATIVE LEARNING PROGRAM AT HORTON ELEMENTARY

This Agreement is made and entered into this ___ day of June, 2013, by and

between the Cranston School Committee/Cranston Public Schools (hereinafter referred to as

"Cranston") and West Bay Collaborative (hereinafter referred to as "West Bay").

WHEREAS, Cranston is in need of an alternative learning program; and

WHEREAS, West Bay has the ability to provide those services.

Now, therefore, for good and valuable consideration, it is agreed:

1. TERM:

The term of this agreement is for the 2013-2014 academic school year.

2. COMPENSATION FOR SERVICES RENDERED BY WEST BAY:

Cranston shall pay a fee in the amount of \$430,000.00 which said amount shall be billed and paid on a quarterly basis.

3. OBLIGATIONS OF WEST BAY:

A. West Bay shall operate an alternative elementary school program for students in grades K-6 with two self-contained classrooms at the Horton Elementary School for a maximum of 16 students. The program will provide a highly structured, supportive, and therapeutic environment. Class time will be devoted to hands-on activities for all academic areas with lessons and activities to promote social and life skills. Each classroom will have a Certified Teacher and a Teacher Assistant. The program will also have a Program Administrator and Counseling Services.

- B. The schedule shall conform to school calendar of Cranston.
- C. West Bay shall be responsible for the management and supervision of the

Program Administrator, Teachers, and Teacher Assistants, all of whom will be employed by West Bay. West Bay will also provide counseling with certified staff and/or outside services to accommodate IEP needs. The amount of Counseling provided by West Bay will not exceed a .5 FTE.

- D. West Bay shall be responsible all supplies and materials, student activities, and transportation during the school day that is needed to effectively operate the program.
- E. West Bay shall obtain and maintain Workers' Compensation insurance and

general and professional liability insurance with limits of liability of \$1,000,000.00 for the services and personnel provided under this Agreement.

F. West Bay agrees to indemnify and hold Cranston harmless from and against any claim, loss, damage, cost, expense or liability arising out of any negligence or

wrongful acts of West Bay, its agents and/or employees.

G. West Bay agrees that this contract may not be assigned without the prior

written consent of Cranston.

4. OBLIGATIONS OF CRANSTON:

- A. Cranston shall provide the space and will be responsible for the maintenance and security of the facility.
- B. Cranston shall provide the phone lines and internet connectivity.
- C. Cranston shall be responsible for providing textbooks, workbooks, software and assessment materials in use in the district.
- D. Cranston shall be responsible for the food service.
- E. Cranston shall be responsible for student transportation to and from home.
- F. Cranston shall provide part-time staff, to include Music, Library, and PE Teacher; and Speech Language and OT/PT as dictated by IEPs.
- G. Cranston shall provide all necessary student records.
- H. Cranston shall obtain and maintain general liability insurance as presently existing.
- I. Cranston shall indemnify and hold West Bay harmless from any claim, loss,

damage, cost, expense or liability arising out of any negligence or wrongful act of

Cranston, its agents and/or employees.

5. SEVERABILITY:

If any provisions of this Agreement shall be held invalid or unenforceable in

whole or in part, then such provision shall be ineffective to the extent of such

invalidity or unenforceability, but shall not affect the validity or enforceability of

the remaining provisions of this agreement.

6. BINDING EFFECT:

This Agreement shall be binding upon and inure to the benefit of the parties

respective successors, but shall not be assigned without the written consent of the

parties.

7. GOVERNING LAW:

| This Agreement shall be governed by and construed in accordance with the laws |
|---|
| of the State of Rhode Island. |
| B. COMPLETE AGREEMENT: |
| This Agreement represents the complete agreement of the partie |
| orior agreements and communications. This agreement shall not be modified |
| except by a writing signed by both parties. |
| Witness: Cranston School Committee |
| Witness: West Bay Collaborative |
| — Karen Ostroff, Executive Director |

** **;

ALTERNATIVE LEARNING PROGRAM AT HORTON ELEMENTARY
ADDENDUM

This ADDENDUM to the Alternative Learning Program at Horton Elementary Agreement is made and entered into this ____ day of June, 2013, by and between the Cranston School Committee/Cranston Public Schools (hereinafter referred to as "Cranston") and West Bay Collaborative (hereinafter referred to as "West Bay").

This ADDENDUM allows the program to accept students from other districts provided that their district will pay an agreed upon tuition to West Bay and that the presence of these students will not reduce the level or quality of services that the Cranston students receive.

1. In addition to the obligations in the Alternative Learning Program at Horton Elementary Agreement, West Bay agrees to the following obligations specifically for students from other districts:

- A. West Bay shall be responsible for the food service. West Bay will pay the full cost of the meals to Cranston's Food Service Program.
- B. West Bay or the student's home district shall be responsible for student transportation to and from home.
- C. West Bay or the student's home district shall provide part-time staff, to include Counseling, Speech Language, and OT/PT as dictated by IEPs.
- 2. Class size in the two self-contained classrooms being provided in the Alternative Learning Program at Horton Elementary Agreement will not exceed 10 students.
- 3. If West Bay has two full-time students from other district(s), West Bay agrees to increase Social Worker services for the entire Alternative Learning Program at Horton Elementary, including the Cranston students at no additional cost to Cranston.
- 4. If West Bay has five full-time students from other district(s), West Bay agrees to open a third classroom. If a third classroom is opened, Cranston would have the option of sending an additional 4 Cranston students at no additional cost to Cranston.

Witness: Cranston School Committee

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Witness: West Bay Collaborative

Karen Ostroff, Executive Director

Administrator's Compensation Schedule

Administrator's Compensation Schedule

Fiscal Year 2013-2014

NAME POSITION SCHOOL ANN SALARY

HEALTH DENTAL LIFE PENSION SURV

BEN OASDI MEDICARE TOTAL Fringe Sal & Fringe

Basile, Beth Principal Dutemple 90,000.00 13893 1005 33 13,374

96 0 1305 29,706 119,706

Stanelun, Linda Principal Oak Lawn 90,000.00 13893 1005 33

13,374 96 0 1305 29,706 119,706

Zanfini, James Principal Rhodes 90,000.00 5296 295 33 13,374

96 0 1305 20,399 110,399

Fiscal Year 2014-2015

NAME POSITION SCHOOL ANN SALARY

HEALTH DENTAL LIFE PENSION SURV

BEN OASDI MEDICARE TOTAL Fringe Sal & Fringe

Basile, Beth Principal Dutemple 90,000.00 14310 1035 33 13,374

96 0 1305 30,153 120,153

Stanelun, Linda Principal Oak Lawn 90,000.00 14310 1035 33

13,374 96 0 1305 30,153 120,153

Zanfini, James Principal Rhodes 90,000.00 5455 304 33 13,374

96 0 1305 20,567 110,567

Fiscal Year 2015-2016

NAME POSITION SCHOOL ANN SALARY

HEALTH DENTAL LIFE PENSION SURV

BEN OASDI MEDICARE TOTAL Fringe Sal & Fringe

Basile, Beth Principal Dutemple 91,800.00 14739 1066 33 13,641

96 0 1331 30,907 122,707

Stanelun, Linda Principal Oak Lawn 91,800.00 14739 1066 33

13,641 96 0 1331 30,907 122,707

Zanfini, James Principal Rhodes 91,800.00 5619 313 33 13,641

96 0 1331 21,034 112,834

Projections for 3% increase for health & dental in year 2 & 3. Projections for pension remain flat at 14.86% for all three years.